

**Iowa Strategic Prevention Framework State Incentive Grant**  
**Frequently Asked Questions**

Updated 5/4/12

**Budget**

Q: How much funding will be available during FY13?

A: The FY 2013 funding level is dependent on the federal budgeting process. Reference the Iowa Strategic Plan at [www.idph.state.ia.us/spfsig/default.asp](http://www.idph.state.ia.us/spfsig/default.asp) for proposed levels of funding for each county during the rest of the project.

Q: Is information about future years of funding available after FY2012?

A: The future years' funding level is dependent on the federal budgeting process. Reference the Iowa Strategic Plan at [www.idph.state.ia.us/spfsig/default.asp](http://www.idph.state.ia.us/spfsig/default.asp) for proposed levels of funding for each county during the rest of the project.

Q: What can we spend this funding on?

A: Reference the Budget Guidance Information document available on the Iowa SPF SIG website by clicking [here](#).

Q: What are the fiscal tracking expectations for this funding?

A: Funding will be provided through a contract amendment to the Comprehensive Substance Abuse Prevention contract. The agency must prepare and submit monthly expense reports (Electronic Expenditure Workbook – EEW) utilizing SharePoint via their individual Comprehensive Substance Abuse Prevention contract site. The SPF SIG project budget reporting will be added to the Comprehensive Substance Abuse Prevention monthly EEW's but reported separately within each monthly tab. Comments or messages must be provided when prompted, i.e. when saving changes to the workbook and when initiating a workflow. The comments should reflect the action taken and month/s affected. The Department is not responsible for delays in payment related to the agency's failure to initiate a Workflow.

Q: Are recruitment/hiring expenses allowable?

A: Yes.

Q: Can we pay for services for next Fiscal Year out of this year's budget?

A: No.

Q: Will the SPF SIG budget support staff attending an out-of-state training?

A: No, necessary training for the SPF SIG Project will be provided in-state.

Q: Will the SPF SIG budget support Prevention Specialist Certification costs?

A: No, certification or recertification costs are not an allowable expense through this funding.

### **Funding**

Q: If SPF SIG funding is rolled into a super fund at the federal level when and how do you foresee that affecting this project?

A: IDPH will not know until the Federal legislature determines the final budget and SAMHSA finalizes their budget.

Q: If SPF SIG funding is eliminated at the federal level would the project run another year or would the project end?

A: If the SPF SIG funding would end prematurely, IDPH would be directed by the Center for Substance Abuse Prevention Project Officer as to how funding would be handled.

### **General Project Questions**

Q: What is the grant period?

A: The Iowa SPF SIG project period is FY 2009-FY 2014. The sub-recipient/county project period is FY 2011-FY 2014.

Q: Why is IDPH using the term “counties” when the funding is coming to the Comprehensive Substance Abuse Prevention agencies?

A: The SPF SIG funding is being provided to specifically identified counties. The SPF SIG Advisory Council chose to define “community” as a “county” in Iowa. The funding mechanism is through a contract amendment with the Comprehensive Substance Abuse Prevention funded agency that has the county or counties in their service area.

Q: We cannot identify a representative from the military to serve on our coalition. What should we do?

A: Contact Sergeant Shaun Myers, Iowa National Guard Substance Abuse Prevention Coordinator at 515-252-4029 or [shaun.myers@us.army.mil](mailto:shaun.myers@us.army.mil). If you have already contacted the National Guard to find a representative and the person they recommended has not followed through, contact Sergeant Myers again to inform him and discuss next steps.

### **Local Epidemiological Workgroup (LEW)**

Q: Can we use these funds to subcontract with a LEW chairperson for our county?

A: Yes.

Q: Can we subcontract with one person to be the LEW Chairperson for three counties?

A: Yes, but the LEWs must meet separately.

Q: Can the LEW work on other issues not related to SPF SIG?

A: Certainly if the SPF SIG tasks have been completed, time is available, and the other issues are related to substance abuse.

Q: We need to know the amount of hours that LEW Chairperson and members will put into the SPF SIG project? Can IDPH provide us with an estimate of time?

A: Refer to the LEW Responsibilities and Estimated Time Commitment document on the SPF SIG website by clicking [here](#).

### **Media Campaigns**

Q: Can we purchase giveaway items with SPF SIG funding to promote the campaigns?

A: No, incentives or giveaway items cannot be purchased to promote the campaigns. For details about funding the media campaigns, see the SPF SIG Media Campaigns Guidance document on the Iowa SPF SIG website by clicking [here](#).

Q: We feel a secondary target audience is parents for the underage drinking campaign. Can we focus the media campaign efforts on that population?

A: No, the target for the underage drinking campaign is 13-16 year olds. For more information, see the SPF SIG Media Campaign Overview document on the Iowa SPF SIG website by clicking [here](#).

Q: We are not hearing back from ZLR about a request. What should we do?

A: Contact Nick Grant at ZLR Ignition again but you may need to wait a couple of days for a response. If you are still not getting a response, contact Julie Hibben at IDPH.

### **Priority Issues**

Q: Why are we not focusing on binge drinking for youth 17 and under?

A: The data were presented to the SPF SIG Advisory Council and after extensive discussions about the data and about target populations; the Council made the final decision. Some of their thinking included that if we are successful in reducing alcohol use under 17, then that would also reduce binge drinking under 17. Furthermore, the data on adult binge drinking was the most compelling.

Q: So we are not focusing on alcohol use by adults? It doesn't seem like this is a valid target to get community norm change.

A: Since alcohol use is legal for adult use, focusing on high risk use such as binge drinking may be more possible for community norm change than reducing all adult use. High risk use can be more clearly connected with community consequences such as drunk driving.

Q: Can a community pick just one area of focus, or will we have to work to address both priority issues?

A: Both priorities were selected by the SPF SIG Advisory Council so counties need to work on both priorities unless strong justification to the contrary can be made based on the needs assessment process.

### **SPF SIG Coordinator and Other Key Staff**

Q: Can the one FTE position for the SPF SIG Coordinator be split between two people?

A: No

Q: Why do we have to hire a SPF SIG Coordinator for each SPF SIG funded county in our service area?

A: The SPF SIG Advisory Council supports one FTE for each SPF SIG county because the five-step Strategic Prevention Framework Process will take a fulltime commitment to complete well. Furthermore, environmental strategies require different types of services than other prevention services and due to the short timeframe we have to conduct the SPF SIG, it will take fulltime effort.

Q: Are the key staff for this project intended to be from the Comprehensive Substance Abuse Prevention agency?

A: No, not necessarily. The staff may be funded by a subcontract to any stakeholder/partnering agency or organization in the county.

Q: Can a SPF SIG Coordinator's time be split with another project?

A: No.

Q: Can the SPF SIG Coordinator work on other grant projects outside of SPF SIG?

A: No, SPF SIG is funding the Coordinator's salary to only work on the SPF SIG project.

Q: Is the State recommending that coordinator obtain a Prevention Specialist Certification?

A: If the person hired to be the SPF SIG Coordinator is not already a Certified Prevention Specialist, pursuing certification will be up to the funded agency. If the Coordinator has not attended the four-day Substance Abuse Prevention Specialist Training (SAPST) or Substance Abuse Prevention Ethics, SPF SIG funds can be used for travel expenses. Additionally, SPF SIG funds can be used for SPF Coordinators to attend the Iowa Prevention Conference and Governor's Conference on Substance Abuse to obtain CEU's for certification.

Q: Can we get a better idea of the role of the SPF SIG Liaison for the project if the SPF SIG Coordinator is hired outside the Comprehensive agency?

A: The Liaison position needs to be current in the work of the Coordinator and the Collaboration to ensure that there is no duplication with the Comprehensive Substance Abuse Prevention Action Plan, to serve as an additional technical assistance provider for the Coordinator, and to assist with all the documentation, forms and requirements that need to be completed. Since this is a new process and relationship, more ideas are hoped to be shared by the Liaisons and Coordinators as the work moves forward.

Q: Will SPF SIG Coordinators be able to participate in other project meetings-example: we have three underage drinking workgroups under our coalitions-will they be able to be a part of those groups? Will they be allowed to participate in AC4C?

A: Groups directly connected to the two priorities would be necessary involvement. Alliance of Coalitions 4 Change (AC4C) participation would be encouraged as time permits.

### **SPF SIG County Selection Process**

Q: Can we review the data that was used to determine the SPF SIG funded counties?

A: Yes, this information is available on the Iowa SPF SIG website by clicking [here](#) to find the spreadsheet that provides data on each priority indicator.

Q: Can our county find out our final score and state rank in the SPF SIG county selection process?

A: Yes, by going to the Iowa SPF SIG website and clicking [here](#) to find the spreadsheet that provides the ranking and final score for each county.

### **Subcontracts**

Q: What needs to be included in the subcontract language if our agency subcontracts with a coalition or another organization?

A: Refer to the provisions of Section 5 of the Department General Conditions effective October 1, 2009 as posted on the Department webpage under *Funding Opportunities*: [www.idph.state.ia.us](http://www.idph.state.ia.us).

Q: Why do we have to fund the Drug Free Communities grantee in our county?

A: SAMHSA requires that all Drug Free Communities (DFC) Support Program grantees in same community/county as SPF SIG grantees be funded by the SPF SIG project. If the DFC chooses not to participate, they will need to submit a letter via e-mail to Julie Hibben, SPF SIG Project Director.